

**RECORD OF PERFORMANCE QUALIFICATIONS**

MARINE SCIENCE TECHNICIAN (MST)

**INSTRUCTIONS**

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

<b>RATING</b>			<b>ABBREVIATION</b>		
MARINE SCIENCE TECHNICIAN			MST		
<b>DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL</b>					
<b>E-4</b>		<b>E-5</b>		<b>E-6</b>	
<b>E-7</b>		<b>E-8</b>		<b>E-9</b>	
<b>NAME</b> (Last, First, Middle Initial)				<b>SOCIAL SECURITY NUMBER</b>	

**SIGNATURE OF SUPERVISOR**

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

**REMARKS**

RATING: MARINE SCIENCE TECHNICIAN (MST)	INIT	DATE																
<p>A. COMPUTER OPERATIONS</p> <p>4.01 Demonstrate how to login and logout using the Standard Workstation, in accordance with manufacturer's operating guide(s).</p> <p>4.02 Produce a basic word processing document, in accordance with word processing software documentation.</p> <p>4.03 Demonstrate the use of electronic mail, in accordance with electronic mail software documentation.</p> <p>4.04 Demonstrate the use of spread sheet, in accordance with spreadsheet software documentation.</p> <p>4.05 Demonstrate the use of the following file utilities/commands, in accordance with manufacturer's operating guide(s):</p> <table border="0"> <tr> <td>Copy</td> <td>Append</td> </tr> <tr> <td>Files</td> <td>Type</td> </tr> <tr> <td>List</td> <td>Path</td> </tr> <tr> <td>Delete</td> <td></td> </tr> <tr> <td>Rename</td> <td></td> </tr> </table> <p>4.06 Demonstrate the formatting of a floppy disk and the use of the following utilities in accordance with manufacturer's operating guide(s):</p> <table border="0"> <tr> <td>Volume Status</td> <td>Create Directory</td> </tr> <tr> <td>Floppy Copy</td> <td>Remove Directory</td> </tr> <tr> <td>Format Disk</td> <td></td> </tr> </table> <p>4.07 Demonstrate the use of the following control utilities, in accordance with manufacturer's operating guide(s):</p> <p>Editor Submit Files</p> <p>4.08 Demonstrate the use of the following backup utilities/commands, with floppy disks, as they pertain to personal files, in accordance with manufacturer's operating guide(s):</p> <p>Selective Archive Restore Archive Volume Archive</p> <p>4.09 Create a user file in accordance with manufacturer's operating guide(s).</p> <p>5.01 Identify error codes associated with the Coast Guard Standard Workstation in accordance with Systems Reference Manuals.</p> <p>5.02 Perform the duties of a Coast Guard Standard Workstation System Operator as outlined in Standard Workstation System Management (COMDTINST 5230.40A series).</p> <p>5.03 Backup and restore a volume on a Coast Guard Standard Workstation in accordance with the Standard Software Operations Guide.</p>	Copy	Append	Files	Type	List	Path	Delete		Rename		Volume Status	Create Directory	Floppy Copy	Remove Directory	Format Disk			
Copy	Append																	
Files	Type																	
List	Path																	
Delete																		
Rename																		
Volume Status	Create Directory																	
Floppy Copy	Remove Directory																	
Format Disk																		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.																	

RATING: MARINE SCIENCE TECHNICIAN (MST)	INIT	DATE
<p>B. PORT SAFETY AND SECURITY</p> <p>4.01 Conduct a harbor patrol in accordance with district and unit policies, 33 CFR 3, 62-72, 109, 160 and 165, MSM Vol. I, Chapters 2 and 4, MSM Vol. II, Chapters 19-21 and 30 and MSM Vol. VI, Chapter 1.</p> <p>4.02 Conduct a break bulk/dry bulk cargo monitor in accordance with 46 CFR 91 and 148, MSM Vol. II, Chapters 29 and 30, and 33 CFR 160 and 164 and MSM Vol. I, Chapter 10.</p> <p>4.03 Conduct a packaged/containerized hazardous material cargo monitor in accordance with 49 CFR 171-173, 176, 450-453, MSM Vol. VI, Chapter 9, COMINST 16616.11 and MSM Vol. I, Chapter 10.</p> <p>4.04 Conduct bulk liquid oil or hazardous materials cargo monitor in accordance with 46 CFR 30-40, 97, 98, 150, 151 and 153, 33 CFR 151, 154, 155, 156, MSM Vol. II, Chapters 11, 27, 30, 31 and 33, MSM Vol. IX and MSM Vol. I, Chapter 10.</p> <p>4.05 Conduct a vessel examination for compliance with pollution prevention requirements (PPR) using MSIS printouts and a boarding form in accordance with 33 CFR 151, 155, 156, 157 and 159, MSM Vol. II, Chapters 28, 30 and 31.</p> <p>4.06 Conduct a vessel examination for compliance with navigation safety requirements (NavSafety) using MSIS printouts and a boarding form in accordance with 33 CFR 164, MSM Vol. II, Chapters 18, 19 and 30 and MSM Vol. VI, Chapter 1.</p> <p>4.07 Conduct designated waterfront facility inspection MSM Vol. II, Chapters 22 &amp; 31, MSM Vol. VI, Chapter 1 and 33 CFR 126.</p> <p>4.08 Conduct a marine bulk oil and hazardous material transfer facility inspection in accordance with 33 CFR 154, 156 and 158, COMDTINST's M16450.27, M16450.29, M16450.31 and MSM Vol. II, Chapters 22 and 31.</p> <p>5.01 Complete a Civil Penalty Notice of Violation using a Waterfront Facility Inspection Report in accordance with 33 CFR 126, 127, 154 and 158, MSM Vol. II, Chapter 22, COMDTINST's M5230.11A (MSIS-1), M5230.20 (MSIS-9), M5230.23 (MSIS-13) and Marine Pollution Notice of Violation "Ticket" User's Guide (COMDTINST M5582.1 series) and Business Plan for Marine Safety, Security and Environmental Protection (COMDTINST 16000.26).</p> <p>5.02 Complete a Civil Penalty Notice of Violation and MSIS product sets using completed vessel boarding forms in accordance with MSM Vol. I, Chapter 4, MSM Vol. II, Chapter 19, 20, 21 and 30 COMDTINST's, COMDTINST M5230.13 (MSIS-3), Marine Pollution Notice of Violation "Ticket" User's Guide (COMDTINST M5582.1 series) and Business Plan for Marine Safety, Security and Environmental Protection (COMDTINST 16000.26).</p> <p>5.03 Complete a designated waterfront facility security survey in accordance with MSM Vol. VII, Chapter 2.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: MARINE SCIENCE TECHNICIAN (MST)	INIT	DATE
<p>5.04 Determine the minimum occupational safety standards for marine safety personnel (all aspects of unit operations) in accordance with MSM Vol. I, Chapter 10, Coast Guard Safety and Environmental Health Manual (COMDTINST M5100.47 series) and 29 CFR 1910.120 and 1960.58.</p> <p>6.01 Using MSIS Vessel Information, identify substandard vessels and make boarding decisions in accordance with the Port State Control Initiative with matrices.</p> <p>6.02 Target an area for a harbor patrol in accordance with MSM Vol. VI, Chapters 1, 33 CFR 110, 160 and 165 and Business Plan for Marine Safety, Security and Environmental Protection (COMDTINST 16000.26).</p> <p>6.03 Complete a Waterfront Facility Safety survey in accordance with MSM Vol. VI, Chapter 1.</p> <p>6.04 As a member of a Marine Safety Boarding Team, conduct a Freight Vessel examination in accordance with MSM Vol II, Chapters 19, 20, 21, 26, 29 and 30, 49 CFR 100-177, MSM Vol. VI, Chapter 1 and 33 CFR 160 and 164.</p> <p>6.05 As a member of a Marine Safety Boarding Team, conduct a Tank Vessel examination in accordance with 40 CFR 30-40, 97, 98, 150, 151, 153 and 154, MSM Vol II, Chapters 11, 27 and 30, 33 CFR 130, 151, 155, 156, 159, 160 and 164 and MSM Vol. II, Chapter 30 and 31.</p> <p>7.01 Dispatch Marine Safety personnel in support of unit operations taking into account unit and district policies, the Port State Control initiative, facility inspection data and histories and areas targeted for harbor patrols in accordance with 33 CFR 3, 6, 109, 110, 117, 126, 127, 151-158, 160 and 165, 46 CFR 42-47, 151 and 153, MSM Vol. I, Chapter 4, MSM Vol. II, Chapters 19, 20, 21, 22, 30, 31 and 33, MSM Vol. VI, Chapter 1, MSM Vol. IX, COMDTINST's, M16450.27, M16450.28, M16450.29 and Business Plan for Marine Safety, Security and Environmental Protection (COMDTINST 16000.26).</p> <p>7.02 Supervise vessel boarding teams in accordance with MSM Vol. I, Chapter 4 and MSM Vol. II, Chapters 19, 20, 21 and 30.</p> <p>7.03 Supervise Waterfront Facility Inspection teams in accordance with 33 CFR 126, 127, 154, 156 and 158, MSM Vol. I, Chapters 4, MSM Vol. II, Chapters 22, 23 and 31 and MSM Vol. VI, Chapter 1.</p> <p>7.04 Draft notices, letters and messages in support of the Captain of the Port in accordance with MSM Vol. I, Chapter 4, MSM Vol. VI, Chapter 1 and Business Plan for Marine Safety, Security and Environmental Protection (COMDTINST 16000.26).</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: MARINE SCIENCE TECHNICIAN (MST)	INIT	DATE
<p>7.05 Evaluate completed Waterfront Facility inspection forms and violation reports in accordance with 33 CFR 126, 127, 154, 156 and 158, MSM Vol. II, Chapters 22, 23 and 31, MSM Vol. VI, Chapter 1, Marine Pollution Notice of Violation "Ticket" User's Guide (COMDTINST M5582.1 series), COMDTINST's M5230.11A (MSIS-1), M5230.13 (MSIS-3) and M5230.20 (MSIS-9) and COMDTINST 16200.3 series.</p> <p>7.06 Evaluate completed vessel boarding forms and violation reports in accordance with MSM Vol. I, Chapter 4, MSM Vol. II Chapters 19-21, 30, COMDTINST M5230.13 (MSIS-3) and Marine Pollution Notice of Violation "Ticket" User's Guide (COMDTINST M5582.1 series) and COMDTINST 16200.3 series.</p> <p>8.01 Draft a Notice of Proposed Rulemaking for a Safety Zone or Security Zone in accordance with MSM Vol. VI, Chapter 1, COMDTINST 16704.2 series and 33 CFR 165.</p> <p>C. MARINE ENVIRONMENTAL RESPONSE</p> <p>4.01 Compute tides and tidal currents in support of unit operations using Tide Tables and Tidal Current Tables.</p> <p>4.02 Operate and maintain Coast Guard respiratory, personal, and atmospheric measuring equipment in accordance with COMDTINST M6260.2 (series), 29 CFR 1910, and ANSI Z88.2.</p> <p>4.03 Plot the location of a marine incident on a Nautical Chart in support of unit operations.</p> <p>4.04 Respond to and investigate a pollution incident in accordance with 40 CFR 300 (NCP), 33 CFR 1.07 and 153, MSM Vol. I, Chapter 4, MSM Vol. V, Chapter 5, MSM Vol. VI, Chapters 1 and 7 and the unit's Area Contingency Plan (ACP).</p> <p>4.05 Diagram and label major ocean currents in accordance with The American Practical Navigator Vol. I and Aerographer's Mate Second Class (AG2) (NAVEDTRA 10371 Vol. 2).</p> <p>4.06 Complete paperwork and MSIS product sets for a pollution incident in accordance with 33 CFR 130 and 153, MSM Vol. V, Chapter 5, MSM Vol. VI Chapter 7, and COMDTINST's M5230.18 (MSIS-8), M5230.23 (MSIS-13) and Marine Pollution Notice of Violation "Ticket" User's Guide (COMDTINST M5582.1 series).</p> <p>4.07 Review a Site Safety Plan in accordance with 29 CFR 1910.120 and MSM Vol. I, Chapter 10.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: MARINE SCIENCE TECHNICIAN (MST)	INIT	DATE
<p>5.01 Prepare cost documentation during a federal cleanup operation in accordance with National Pollution Funds Center Technical Operating Procedures (TOP) for Resource Documentation under OPA 90.</p> <p>5.02 Perform the duties of a pollution sample custodian in accordance with MSM Vol. V, Chapter 5, MSM Vol. VI, Chapter 7, 49 CFR and Marine Safety Laboratories Oil Spill Sample Handling and Transmittal Guide (Third Edition).</p> <p>5.03 Forecast the movement and the effects of pollutants taking into account coastal circulation [EKMAN (wind) currents, ocean currents, upwelling/sinking, waves, tides, etc.] in accordance with Manual of Practice for Protection and Cleanup of Shorelines (EPA-600/7-79-187) and the Computer Aided Management of Emergency Operations (CAMEO) operating guide (EPA 550-CB-92-004).</p> <p>6.01 Review completed paperwork and MSIS product sets for a pollution incident in accordance with 33 CFR 130 and 153, MSM Vol. V, Chapter 5, MSM Vol. VI, Chapter 7, and COMDTINST's M5230.18 (MSIS-8), M5230.23 (MSIS-13) and Marine Pollution Notice of Violation "Ticket" User's Guide (COMDTINST M5582.1 series).</p> <p>6.02 Conduct a preventative maintenance program for the unit's respiratory, personal safety, and atmospheric measuring equipment in accordance with Preventive Maintenance System for Marine Environmental Response Equipment Manual (COMDTINST M16465.26 series) and the equipment manufacturer's documentation.</p> <p>6.03 Coordinate cleanup with local, state and federal environmental agencies during a response in accordance with 40 CFR 300 (NCP), MSM Vol. VI, Chapters 6 and 7 and the unit's Area Contingency Plan (ACP).</p> <p>6.04 Supervise the deployment and operation of pollution containment and cleanup equipment as outlined in Manual of Practice for Protection and Cleanup of Shorelines EPA-600/7-79-187 and 33 CFR 153.305.</p> <p>6.05 Instruct personnel in occupational safety and health procedures in accordance with Implementation of the Benzene Occupational Exposure Standard (COMDTINST 6260.25 series), Technical Guide: Practices for Respiratory Protection (COMDTINST M6260.2C series), Medical Manual (M6000.1B), Coast Guard Safety and Environmental Health Manual (COMDTINST M5100.47 series), COMDINST 16465.30, 29 CFR 1910.120 and 1960.58 and MSM Vol. I, Chapter 10.</p> <p>6.06 Instruct personnel in the Pre and Post Inspection procedures for pollution response equipment in accordance with COMDTINST's M16465.26 and M16465.30.</p> <p>7.01 Update the unit's Area Contingency Plan (ACP) by verifying the most probable and worst case scenarios in accordance with 40 CFR 300 (NCP).</p> <p>7.02 Develop Site Safety Plan in accordance with 29 CFR 1910.120 and MSM Vol. I, Chapter 10.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: MARINE SCIENCE TECHNICIAN (MST)	INIT	DATE
<p>7.03 Supervise a federally funded pollution cleanup operation in accordance with 29 CFR 1910 Subparts H and I, 33 CFR 130 and 153, 40 CFR Subpart H, MSM Vol. V, Chapter 5, MSM Vol. VI, Chapters 6 and 7, and COMDTINST's, M16465.11B, M16465.12B, M16465.30, Manual of Practice for Protection and Cleanup of Shorelines (EPA-600/7-79-187) and National Pollution Funds Center Technical Operating Procedures (TOP) for Resource Documentation under OPA 90.</p> <p>7.04 Approve completed paperwork and MSIS product sets for a pollution incident in accordance with 33 CFR 130 and 153, MSM Vol. V, Chapter 5, MSM Vol. VI, Chapter 7, COMDTINST's, M5230.18 (MSIS-8), M5230.23 (MSIS-13) and Marine Pollution Notice of Violation "Ticket" User's Guide (COMDTINST M5582.1 series).</p> <p>7.05 Advise the On-Scene-Coordinator (OSC) regarding the need for precautionary measures (e.g. evacuation, protective clothing), optimum removal/mitigation techniques, and sensitive environmental area requiring protection from pollutants in accordance with Area Contingency Plan (ACP), Regional Contingency Plan (RCP) and 40 CFR 300 (NCP).</p> <p>7.06 Review documentation submitted for cost recovery in accordance with National Pollution Funds Center Technical Operating Procedures (TOP) for Resource Documentation under OPA 90.</p> <p>8.01 Conduct an OSC Representative meeting for a pollution incident in accordance with 40 CFR 300 (NCP) and MSM Vol. VI, Chapters 6 and 7.B.</p> <p>8.02 Coordinate a spill exercise in accordance with 40 CFR 300 (NCP).</p>		
D. ADMINISTRATION		
<p>7.01 Verify the skills and knowledge of a trainee seeking a Marine Safety Qualification Code using the Marine Safety On the Job Training (OJT) pamphlets in accordance with MSM Vol I, Chapter 7, and the Coast Guard Enlisted Qualification Codes Manual (COMDTINST M1414.9A series).</p> <p>8.01 Review Marine Science Technician qualifications codes for accuracy and currency and submit results in writing to the Program Manager in accordance with the Coast Guard Enlisted Qualification Codes Manual (COMDTINST M1414.9 series).</p> <p>9.01 Review E-4 through E-9 Marine Science Technician performance qualifications for accuracy and currency and submit results in writing to the Marine Science Technician Force Manager in accordance with the Coast Guard Enlisted Qualification Manual (COMDTINST M1414.8 series).</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	



RATING: MARINE SCIENCE TECHNICIAN (MST)	INIT	DATE
<p>DEFINITIONS</p> <p>ANALYZE - to study or determine the nature and relationship of the parts by analysis</p> <p>ASSIGN - to appoint to a duty</p> <p>COMPLETE - to finish to the end of a function or document</p> <p>COMPUTE - to calculate</p> <p>CONDUCT - higher level than perform, determine acceptable conditions and corrective actions</p> <p>CONFIGURE - to set up for operation</p> <p>COORDINATE - to contact and utilize different agencies or people according to existing agreements</p> <p>CREATE - to bring into existence</p> <p>CUSTOMIZE - to make unique</p> <p>DEMONSTRATE - to show clearly</p> <p>DESIGNATE - to set boundaries</p> <p>DEVELOP - to set forth or make clear</p> <p>DRAFT - to produce the first version of a document for review</p> <p>EDIT - to change a document or file</p> <p>ENFORCE - to carry out effectively</p> <p>ESTABLISH - to bring into existence</p> <p>EVALUATE - higher level than review; determine adequacy, identify strengths and weaknesses</p> <p>INSTALL - to set up for use or service</p> <p>INSTRUCT - to give knowledge to</p> <p>INVESTIGATE - to observe or study by close examination</p> <p>MAKE - to frame or formulate in the mind</p> <p>MAINTAIN - to keep in an existing state</p> <p>MODIFY - to change</p> <p>MONITOR - to watch, observe, or check especially for a special purpose</p> <p>OPERATE - to cause to function</p> <p>PERFORM - to be able to fulfill basic requirements of a monitor or inspection</p> <p>PLOT - to locate a point by means of coordinates</p> <p>PREPARE - to put together in written form</p> <p>PROCESS - to complete an administrative task</p> <p>PRODUCE - to make up a new product</p> <p>PROVIDE - to supply or make available</p> <p>RECONFIGURE - to change the configuration of</p> <p>RENDER - to furnish</p> <p>RESPOND - to carry out the basic actions for a given situation</p> <p>REVIEW - determination of completeness and correctness</p> <p>SUPERVISE - higher than conduct, direct the actions of several teams or functions</p> <p>TEAM MEMBER - a novice or entry level person able to perform basic job tasks</p> <p>TYPE - to produce works or letters using a computer keyboard</p> <p>UPDATE - add new or delete old data in a given file or plan</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: MARINE SCIENCE TECHNICIAN (MST)	INIT	DATE
<p>ACRONYMS</p> <p>CERCLA - Comprehensive Environmental Response Compensation and Liability Act of 1980</p> <p>CFR - Code of Federal Regulations</p> <p>CG - Coast Guard</p> <p>COMDTINST - Commandant Instruction</p> <p>CTOS - Convergent Technologies Operating System</p> <p>CWA - Clean Water Act of 1977</p> <p>EPA - Environmental Protection Agency</p> <p>FWPCA - Federal Water Pollution Control Act as amended</p> <p>MARPOL - International Convention for the Prevention of Pollution from Ships</p> <p>MSIS - Marine Safety Information System</p> <p>MSM - Marine Safety Manual</p> <p>MOU - Memorandum of Understanding</p> <p>NCP - National Contingency Plan</p> <p>OPA90 - Oil Pollution Act of 1990</p> <p>OSC - On-Scene Coordinator</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	